

**TOWN OF GLASTONBURY
INLAND WETLANDS & WATERCOURSES AGENCY
APPLICATION FOR PERMIT (revised March 2010)**

Instructions:

1. Please refer to and review the current, in-force Inland Wetlands and Watercourses Regulations of the Town of Glastonbury (hereinafter referred to as “regulations”) before completing and submitting an application for an inland wetlands and watercourses permit. Such reference and review will provide you with further clarification and guidance with respect to the standards and criteria used for an evaluation and an ultimate decision on a submitted application. An informed understanding of the regulations will best guide you in fulfilling all of the requirements for such a submission.
2. The Agency and the applicant will likely hold a pre-application meeting to: examine the scope of a proposed regulated activity; and/or to determine whether or not the scope of a proposed regulated activity or an application involves a significant impact activity; and/or to examine a proposed activity that lies beyond the 100 and/or 150 foot upland review area for a potential determination that said activity is a regulated activity pursuant to subsection 4 of the definition of upland review area within Section 2 of the regulations.
3. The application shall: contain the information described in Section 7 of the regulations (and reiterated within this application form) and any other information the Agency may reasonably require; and comply with any required design goals and objectives identified in Section 7.7.1 of the regulations. All applications shall contain prescribed information as is necessary for a fair and informed determination thereon by the Agency.
4. Please note that there are four potential parts (Parts I, II, III & IV) of this application form that may be applicable to the application you are preparing. Based upon the specifics of your overall proposal, you may be required to complete and submit up to a maximum of three parts of this application form. Please note that a COVER SHEET (attached) shall be completed (including signature) and submitted as the cover sheet for any or all parts of the application you are submitting.
5. Most of the application requirements within Parts I, II, III and IV involve direct responses to the various information requested; however, within Parts I and II there are provisions related to: the Agency’s discretion to conduct a peer review (I.U.), how to establish the extent of the upland review area in special situations (II.C), goals and objectives (II.L), and the Agency’s discretion to require a water quality testing program (II.N). Your responses shall be: provided on 8 ½ “ x 11” sheets of paper with the application part (I through IV) and its upper case letter item clearly indicated, and expressed in such terms to be easily understood as to the information being provided in each response (remember to use units and use complete sentences where appropriate). In many cases, the required information for an upper case letter item will be referenced to a map, plan, sketch, written narrative, written report, written summary, etc; so state “refer to the attached/enclosed...” next to the applicable upper case letter item on your responses to the part(s) you must submit.

6. Be very mindful of and give serious consideration to developing and incorporating the appropriate (best) management practices and mitigation measures into your specific application. “Management practices” appears often within the regulations (Sections 2 – definition, 7.6.g, 7.6.i, 7.6.j, 7.7.g.iii, 7.7.j, 10.2.d, 11.1 & 11.10.d) and often can be very important factors in rendering a decision on your application. Important management practices include, but are not limited to, providing for: control measures for soil erosion and sediment transport on disturbed land areas, management practices that address the concerns of stormwater quantity and quality, mitigation of the potential non-point sources of pollution, and the utilization of Low Impact Development (LID) techniques and strategies, if not an entire LID approach to the land development process. Town staff serving the Agency can assist the applicant with identifying the management practices to consider for a specific project and application for an inland wetlands and watercourses permit. Suggested resources for the development of management practices include, but are not limited to: the 2002 Connecticut Guidelines For Soil Erosion and Sediment Control (Connecticut Council on Soil & Water Conservation and the Connecticut Department of Environmental Protection [CT DEP]), the 2004 Connecticut Stormwater Quality Manual (CT DEP), The NEMO Program’s (Nonpoint Education for Municipal Officials) website and links available at <http://nemo.uconn.edu/>, and the 2008 Design Manual for Low Impact Development, Storm Water Treatment Systems, Performance Requirements, Road Design & Stormwater Management of the Town of Tolland, Connecticut available at: <http://www.tolland.org/wp-content/uploads/2008/02/lid-design-effective-2-1-2008.pdf>.
7. Ten (10) copies of all application materials shall be submitted unless otherwise directed in writing by the Agency or its designated agent.
8. Remember to submit the appropriate application fee in accordance with the attached fee schedule that originates within the Town’s Code of Ordinances.
9. Remember that the State of Connecticut also requires an additional \$60.00 fee and a completed form (attached) to be submitted at the time of submitting an application for an inland wetlands and watercourses permit.

COVER SHEET TO BE LEGIBLY COMPLETED AND SUBMITTED ALONG WITH ALL OTHER APPLICATION MATERIALS (Parts I, II, II and IV as applicable)

- 1. Applicant’s name:**
- 2. Title of project:**
- 3. Address or descriptive location of proposed project or regulated activity:**
- 4. Please check/indicate all that apply with regard to the application being submitted:**

Circumstance	check	requirements
• application for only a regulated activity	_____	complete Part I
• application also involves a proposed subdivision, special permit or planned area development	_____	complete Part II
• application also involves a “significant” impact activity (see definition)	_____	complete Part III
• application for renewal or time extension for or amendment to an issued permit	_____	complete Part IV

5. Certification by applicant

By my signature I hereby certify that:

- i. the applicant is familiar with all of the information provided in the application and is aware of the penalties for obtaining a permit by deception or by inaccurate or misleading information; and
- ii. the Agency members and their designated agents are authorized to inspect the property, at reasonable times, both before and after a final decision has been issued, and after completion of the project.

Signature(s) of Applicant(s):

Date:

PART I

All applications to authorize proposed regulated activities shall legibly include the following information in writing and on maps and plans or drawings:

- A. The applicant's name, home and business mailing addresses and telephone numbers; if the applicant is a Limited Liability Corporation or a Corporation the managing member's or responsible corporate officer's name, address, and telephone number.
- B. The landowner's name, mailing address and telephone number and a signed written consent letter from the landowner if the applicant is not the owner of the land upon which the subject activity is proposed.
- C. The applicant's interest in the land.
- D. Using the appropriate United States Geological Survey quadrangle topographic map, a location map at a scale of 1 inch = 2,000 feet identifying the geographical location of the land which is the subject of the proposed activity.
- E. A description of the land in sufficient detail to allow identification of the inland wetlands and watercourses, the area(s) (in acres or square feet) of wetlands or watercourses to be disturbed by the proposed regulated activity, soil type(s), and wetland vegetation.
- F. A written narrative on the purpose and a description of the proposed regulated activity.
- G. The proposed erosion and sedimentation controls and other management practices and mitigation measures, such as but not limited to, any measures to detain or retain stormwater runoff or recharge groundwater, any plantings for habitat improvements, and any other measures proposed to mitigate the potential environmental impacts, which may be considered as a condition of issuing a permit or license for the proposed regulated activity including, but not limited to measures to (1) prevent or minimize pollution or other environmental damage, (2) maintain or enhance existing environmental quality, or (3) in the following order of priority: restore, enhance, and create productive, functional wetland or watercourse resources.
- H. A map at a scale of 1 inch equals 100 feet identifying the topographical features of the property to be affected by the proposed activity, adjacent lands, adjacent regulated areas, such as upstream and/or downstream areas as may be identified by the Agency or its designated agent, and other pertinent features including, but not limited to, existing and proposed property lines, roads, and drives, existing and proposed buildings and their utilities, topography, soil types, the limits of inland wetlands, watercourses and upland review areas, existing and proposed lands protected as open space or by conservation easements, and types of vegetative cover.
- I. A site plan at a scale that provides sufficient detail showing existing and proposed measures to mitigate the potential environmental impacts, including, but not limited to dedicated open space areas, along with their computed land area(s), and areas protected by conservation easements or restrictions, along with their computed land area(s).

- J. A site plan showing the existing and proposed impervious surfaces, along with their computed land area(s), and the existing and proposed management practices that serve to mitigate the hydrologic, thermal and other adverse effects caused by such impervious surfaces.
- K. A site plan showing the proposed activity and existing and proposed conditions in relation to wetlands and watercourses and upland review area(s) and identifying any further activities associated with, or reasonably related to, the proposed regulated activity which are made inevitable by the proposed regulated activity and which may have an impact on wetlands or watercourses.
- L. A title block and legend of symbols used for each plan or map or drawing indicating the name of plan or map or drawing, date prepared and subsequent revision dates, and scale.
- M. Names and addresses of abutting property owners as shown in the records of the tax assessor of the municipality as of a date no earlier than thirty (30) days before the date the application is submitted to the Agency.
- N. Certification by the applicant that the applicant is familiar with all the information provided in the application and is aware of the penalties for obtaining a license or permit through deception or through inaccurate or misleading information.
- O. An alternative to the submitted application which would cause less or no environmental impact to wetlands or watercourses and why the alternative as set forth in the submitted application was chosen; all such alternatives shall be diagramed on a site plan or drawing.
- P. The calculated (1) total area (square feet) of wetlands and watercourses on the subject property and (2) total area (square feet) of regulated area that would be potentially disturbed by the proposed regulated activities.
- Q. Authorization for the members and designated agent(s) of the Agency to inspect the subject land, at reasonable times, during the pendency of an application and for the life of the license or permit.
- R. A completed CT DEP reporting form (such form and instructions provided with these forms) whereby the Agency or its designated agent shall revise or correct the information provided by the applicant and submit the form to the Commissioner of Environmental Protection in accordance with Section 22a-39-14 of the Regulations of Connecticut State Agencies.
- S. Submission of the appropriate filing fee based on the fee schedule established in Section 15-22 of Town Code of Ordinances (fee schedule attached).
- T. The applicant shall certify whether:
 - a. any portion of the property on which the regulated activity is proposed is located within 500 feet of the boundary of an adjoining municipality;
 - b. traffic attributable to the completed project on the site will use streets within the adjoining municipality to enter or exit the site;
 - c. sewer or water drainage from the project site will flow through and impact the sewage or drainage system within the adjoining municipality; or

- d. water runoff from the improved site will impact streets or any other property within the adjoining municipality.
- U. If the Agency deems that a peer review of any information submitted by the applicant is warranted, the applicant will be required to pay the cost of that peer review prior to a final decision. Pursuant to Section 22a-22a(e) of the Connecticut General Statutes, the Agency may require a filing fee to be deposited with the Agency in an amount sufficient to cover the reasonable cost of reviewing and acting upon the application including, but not limited to, the cost of peer reviews of information submitted by the applicant.
- V. Any other information the Agency deems necessary to understand exactly what the applicant is proposing.

PART II.

Any application involving a land use proposal subject to these regulations and **also subject to subdivision or special permit or planned area development** application shall be **required to contain the following additional information and to explain how the proposal meets the goals and objectives referenced in L and M within this Part II:**

- A. All wetland boundaries on the property shall be identified by a soil scientist using blue survey tape and located by a Licensed Land Surveyor; the soil scientist shall consecutively number the survey tapes that mark boundary lines of all wetlands on the subject property; the survey tape shall be located by a Licensed Land Surveyor using field survey techniques and each tape location and number shall be plotted onto the site plan.
- B. All watercourses identified on the property shall be located and accurately identified on the site plan to the satisfaction of the Agency or its designated agent.
- C. In the situation where an upland review area may extend onto the subject property due to the likelihood of the presence of wetlands or watercourses on a neighboring property, then one of the following shall occur.
 - 1. preferably, permission to identify and survey the wetlands boundary or watercourse limits from the neighboring landowner shall be sought by the applicant; in which case if permission is granted, then the wetlands boundary and/or watercourse identification processes as presented in A and B above shall apply; or
 - 2. alternatively, a best-educated approximation method utilizing resource maps and other interpretive techniques shall be taken to approximate the wetlands boundary or watercourse limits on the neighboring property and the limits of the regulated area on the subject property; the person responsible for approximating such boundaries and limits shall provide a report on the rationale used in approximating such boundaries and limits.
- D. A written report by the soil scientist that includes the names of the applicant and project, the location of and limits of the property investigated, the dates of the soil investigations, certification that the mapping of soil types is consistent with the categories established by the national Cooperative Soil Survey of the USDA Natural Resources Conservation Service, a description of each soil mapping unit investigated, the set of the consecutive numbers used on the survey tapes to identify the wetland boundaries, and a certified statement that the wetland boundaries and the mapping of soil types appearing on the site plan are, to the best of the soil scientist's knowledge, true and accurate.
- E. A map of sufficient scale shall be submitted indicating each surficial drainage area influencing each distinct wetland area or watercourse on the property.
- F. A wetlands and/or watercourses report, prepared by a qualified person, that contains a written description for each distinct wetland area and watercourse on the subject property, including, but not limited to wetland and watercourse characteristics related to physical features, vegetation, wildlife, ecological communities, wetland/watercourse functions and values, its/their relationship to adjacent upland areas, and effects of the proposed activity on these wetlands and watercourse characteristics.

- G. A site plan at a scale of 1 inch = 40 feet, or at a scale that exhibits greater detail, prepared by a professional engineer, land surveyor, architect or landscape architect licensed by the state or by such other qualified person indicating the following:
1. the location and limits of all wetlands, watercourses and upland review areas;
 2. the proposed alterations and uses of wetlands, watercourses and upland review areas;
 3. all proposed activities on the property (e.g. grading, filling and excavation of the land, removal of vegetation, surface and subsurface measures to manage the drainage of water, construction or placement of structures, landscaping, outdoor lighting) and existing and proposed conditions in relation to wetlands and watercourses, including activities and/or conditions located outside of the regulated area(s) that may have an impact on wetlands and/or watercourses; the details of any proposed outdoor lighting shall be shown on a separate lighting plan which also represents the estimated levels of light extending beyond the proposed source(s) of light;
 4. the land contours;
 5. the locations of other prominent features such as bedrock outcrops, stone walls, old woods roads, existing structures and drives, and trees deemed by the Agency or its designated agent to be of noteworthy value; and
 6. the boundaries of land ownership for the subject land and for the abutting properties along with the names of all such landowners.
- H. A written description of the alternatives considered and subsequently rejected by the applicant and why the alternative set forth in the application was chosen with all such alternatives diagrammed on a separate plan or drawing.
- I. A written description of how the applicant will change, diminish, or enhance the ecological communities and functions of the wetlands or watercourses involved in the application and for each alternative.
- J. A written description of the management practices and other measures designed to mitigate the impact of the proposed activity.
- K. A written description of the intended or required physical and chemical characteristics of any fill material proposed within the regulated area.
- L. Goals and objectives which shall be demonstrated in the application:
1. for just those targeted watersheds identified within subsection 1 under the definition of “upland review area” found within Section 2.1 of the regulations, the land use proposal related to the proposed regulated activity should not result in the effective impervious surface coverage exceeding ten (10) percent on the subject property; public road reconstruction projects within established public right-of-ways are exempt from the goal and objective within this subsection; and

2. the land use proposal should be brought into existence utilizing the following policy as expressed in the following hierarchy:

- a) avoid encroachment into all regulated areas;
- b) avoid encroachment into all wetlands and watercourses;
- c) avoid encroachment into any wetland and watercourse that exhibits multiple wetland and watercourse functions that are of high value;
- d) avoid encroachment into any wetland and watercourse that exhibits multiple wetland and watercourse functions that are of moderate value;
- e) avoid encroachment into any wetland and watercourse that exhibits one wetland and watercourse function that is of high value;
- f) avoid encroachment into any wetland and watercourse that exhibits one wetland and watercourse function that is of moderate value;
- g) avoid encroachment into any wetland and watercourse that exhibits one wetland and watercourse function of low value; and
- h) encroachments that cannot be avoided must be minimized.

M. A written summary of how the proposal complies with the environmental policies contained within the Town of Glastonbury's adopted and in-force Plan of Conservation and Development (<http://www.glasct.org/index.aspx?page=122>).

N. The Agency may require applicants and/or Permittees to develop and implement a water quality testing program (before and after development) that assesses the impacts or affects on downgradient wetlands and/or watercourses from the land use associated with the regulated activity; the results from such a required water quality testing program are solely intended for the collection and analysis of data for educational and scientific purposes.

PART III.

If the proposed activity involves a significant impact, as determined by the Agency, **then additional information** (in addition to all other information required within Parts I and II), based on the nature and anticipated effects of the activity, including but not limited to the following, **shall be required**:

- A. A comprehensive written environmental impact statement report for the entire land use proposal, including, but not limited to a description of how the application will change, diminish, or enhance the ecological communities and functions of the wetlands or watercourses involved in the application, and each alternative which would cause less or no environmental impact to wetlands or watercourses, and a description of why each alternative considered was deemed neither feasible nor prudent.
- B. Maps and descriptions that identify downstream and downgradient regulated areas which are off-site and their condition, existing off-site structures on adjacent properties and watershed or drainage area boundaries which influence the subject regulated area.
- C. Engineering reports and analyses and additional drawings to fully describe the proposed activity including any filling, excavation, drainage or hydraulic modifications to watercourses and the proposed erosion and sedimentation control plan.
- D. Site specific, high intensity soils mapping that identifies the entire site's soil types consistent with the categories established by the National Cooperative Soil Survey of the United States Department of Agriculture's Natural Resources Conservation Service.

PART IV.

Any **application to renew or amend an existing license or permit** shall be filed with the Agency in accordance with Section 8 of the regulations at least sixty-five (65) days prior to the expiration date of the license or permit. Any application to renew or amend such an existing license or permit shall contain the following information:

- A. The application shall incorporate the documentation and record of the prior/original application.
- B. The application shall describe the extent of work completed at the time of filing and the anticipated time schedule for completing the activities authorized in the license or permit.
- C. The application shall state the reason why the authorized activity was not initiated or completed within the time specified in the license or permit.
- D. The application shall describe any changes in facts or circumstances involved with or affecting wetlands or watercourses or use of the land for which the license or permit was issued.
- E. The Agency may, prior to the expiration of a license or permit, accept an untimely application to renew such license or permit if the authorized activity is ongoing and allow the continuation of work beyond the expiration date if, in its judgment, the license or permit is likely to be renewed and the public interest or environment will be best served by not interrupting the activity.

FEE SCHEDULE
for Applications pursuant to the
Inland Wetlands and Watercourses Regulations

Fee Schedule. Application fees shall be based on the following:

- a) Permitted Uses as of Right and Nonregulated Uses (Section 4 of the Regulations) shall be at NO CHARGE.
- b) Regulated Uses and Activities (Section 6 of the Regulations). The total fee shall be the cumulative amount of the following factors, when applicable:
 1. the total wetlands and/or watercourses area (in square feet) on the subject property multiplied by the rate of \$1.00 per 1,000 square feet; plus
 2. the total regulated area (in square feet) to be disturbed by regulated activities multiplied by the rate of \$10.00 per 1,000 square feet; plus
 3. \$400.00 if the proposed activity is declared a significant activity by the Agency.
- c) Map Amendment Petitions (Section 14.3 of the Regulations) shall be \$200.00.
- d) Renewals or Extensions of the Expiration Date to a previously issued permit (Sections 7.10 and 11.7 of the Regulations) shall be \$100.00.
- e) Amendment of a Previous Approval (Section 7.10 of the Regulations) that is not deemed a significant activity shall be the prescribed amount as determined in b.2 above.
- f) Transfer or assignment of a previously issued permit (Section 11.8 of the Regulations) shall be \$25.00.
- g) Exemption. Boards, commissions, councils and departments of the Town of Glastonbury are exempt from all fee requirements.
- h) Waiver. The applicant may petition the Agency to waiver, reduce or allow delayed payment of the fee required. Such petitions shall be in writing and shall state fully the facts and circumstances the Agency should consider in its determination under this section. The Agency may waive all or part of the application fee if the Agency determines that:
 1. the activity applied for would clearly result in a substantial public benefit to the environment or to the public health and safety and the applicant would reasonably be deterred from initiating the activity solely or primarily as a result of the amount of the application fee; or
 2. the amount of the application fee is clearly excessive in relation to the cost to the Town for reviewing and processing the application.

The Agency shall state upon its record the basis for all actions pertaining to a request for a waiver.

TOM MOCKO, ENVIRONMENTAL PLANNER 06-23-89

TOWN OF GLASTONBURY - OFFICE OF COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT SIXTY DOLLAR (\$60.00) ADDITIONAL FEE REQUIRED

In accordance with Public Act 09-03 the State of Connecticut requires that any person, firm or corporation making application for approval of land use applications pay a sixty dollar (\$60.00) fee, in addition to any other fee which is required for application.

The following applications require submission of fee:

- Special Permits
- Subdivision and Resubdivision
- Change of Zone
- Planned Area Development Final Development Plan
- Inland Wetlands and Watercourses Permit
- Special Exceptions and Variances

Such fee shall be collected by the Town. Of the sixty dollars (\$60.00) collected; two dollars (\$2.00) shall be retained by the Town to cover administrative costs; and fifty-eight dollars (\$58.00) shall be deposited in the "Environmental Quality Fund established pursuant to Section 22a-27g" of the Connecticut General Statutes.

Please provide the following information and submit this form and the sixty dollar (\$60.00) fee to the Office of Community Development and/or Building Department upon submission of each application.

Please provide the following information and submit this form and the sixty dollar (\$60.00) fee to the Office of Community Development and/or Building Department upon submission of each application.

Name of Applicant _____

Address _____

Name of Project _____

Address _____

Type of Application:

Special Permit Section Number _____

Subdivision and Resubdivision _____

Change of Zone _____

Planned Area Development _____

Final Development Plan and/or Zone Change _____

Inland Wetlands and Watercourses Permit _____

Special Exceptions and Variances _____

Date Fee Received _____

By _____

Project Number _____